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November 15, 2005

TO: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich  
*for*  
FROM: J. Tyler McCauley  
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – THE SHERMAN GROUP, INCORPORATED – ALMOND, GUYMON COMMUNITY, HERMOSA, KUDOS, TALI, AND 17<sup>TH</sup> STREET YOUTH CARE CENTER GROUP HOMES**

We have completed a review of Almond, Guymon Community, Hermosa, Kudos, Tali, and 17<sup>th</sup> Street Youth Care Center Group Homes (Group Home or Agency) operated by The Sherman Group, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Almond and Hermosa Youth Care Center Group Homes are six-bed facilities, which provide care for girls ages 11-17 years who exhibit behavioral, social, and emotional difficulties. Guymon Community, Kudos, Tali, and 17<sup>th</sup> Street Youth Care Center Group Homes are six-bed facilities, which provide care for boys ages 11-17 years who exhibit behavioral, social, and emotional difficulties.

At the time of the monitoring visit, Almond, Tali and 17<sup>th</sup> Street Youth Care Center Group Homes were each providing services for six Los Angeles County Probation children; Guymon Community, Hermosa Youth Care Center, and Kudos Youth Care Center Group Homes were each providing services for five Los Angeles County Probation children.

The Sherman Group Homes are located in the Fifth District.

*"To Enrich Lives Through Effective and Caring Service"*

### **Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. However, the Agency needs to address several deficient areas.

All six Group Homes need to develop comprehensive Needs and Services Plans (NSPs); Guymon, Kudos, Tali, and 17<sup>th</sup> Street Group Home Centers need to include input from the child and placement worker in the development of NSPs; and Guymon, Kudos, and Tali Group Home Centers need to maintain current NSPs, and maintain documentation of treatment services provided to children.

Guymon Center needs to repair a burner on the stove; provide age-appropriate children the opportunity to participate in emancipation and vocational programs; and provide children with needed clothing items.

Hermosa Center needs to repair the broken glass in the front entry door; and provide children with needed clothing items.

Kudos Youth Center needs to landscape the backyard; and maintain a sufficient supply of books and resource materials.

Tali Center needs to landscape the backyard; maintain a sufficient supply of books and resource materials; inform all children of their ability to participate in extra-curricular activities of their choosing; and provide children with needed clothing items.

17<sup>th</sup> Street Center needs to repair the bathroom toilet paper fixture; inform all children of their ability to participate in extra-curricular activities of their choosing; and provide all children with opportunities to maintain a life book.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:dl  
[http://auditor.co.la.ca.us/group\\_home.asp](http://auditor.co.la.ca.us/group_home.asp)

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
David Sanders, Ph.D., Director, DCFS  
Paul Higa, Chief Probation Officer  
Willie R. Sherman, Executive Director, The Sherman Group, Incorporated  
Public Information Office  
Audit Committee

**The Sherman Group, Incorporated  
Almond Youth Care Center  
41540 Almond Avenue  
Palmdale, California 93551  
Phone: (661) 943-7475  
License Number: 197602747  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Almond Youth Care Center Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include long and short-term goals. However, the NSPs are not comprehensive.

Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

**Recommendations**

1. The Sherman Group Management develop comprehensive NSPs that are specific, measurable, attainable, realistic and time-limited.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

#### **Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

According to the Agency's management, there are currently no children receiving psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

#### **Recommendations**

**There are no recommendations for this section.**

#### **VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff

supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

### **Recommendations**

**There are no recommendations for this section.**

**The Sherman Group, Incorporated  
Guymon Community Youth Care Center  
44051 90th Street East  
Lancaster, California 93535  
Phone: (661) 946-2110  
License Number: 197605654  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Guymon Community Youth Care Center Group Home is located in a rural community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. A burner on the kitchen stove does not light.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a home theater, a home stereo system, and a combination TV/VCR/DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendation**

- 1. The Sherman Group Management repair the burner on the kitchen stove.**



## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team does not develop and implement the Needs and Services Plans (NSPs) with input from the child or placement worker. One child's NSP is current; however, it is not comprehensive. The other child's NSP is not current.

Case files for one child reflect adequate documentation to show that the child is receiving treatment services as identified in his NSP. However, the other child's case files do not reflect adequate documentation to show that he is receiving treatment services.

### **Recommendations**

#### **2. The Sherman Group Management:**

- a. Include input from the child and placement worker in the development and implementation of the NSPs.
- b. Maintain current NSPs for all children.
- c. Develop comprehensive NSPs that are specific measurable, attainable, realistic, time-limited, and include short and long term goals.
- d. Maintain case files that show children are receiving treatment services as identified in their NSPs.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and

resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

One child has been provided with opportunities to participate in emancipation and vocational programs as appropriate; however, the other child has not.

### **Recommendation**

- 3. The Sherman Group Management provide all age-appropriate children with opportunities to participate in emancipation and vocational programs.**

## **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

**There are no recommendations for this section.**

## **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

### **Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

### **Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

**Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and allowances to the children. The Group Home supplies children with the required \$50 monthly clothing allowance, and children are given the opportunity to select their own clothes. Clothing

provided to children is of good quality. One child has a sufficient quantity of clothing; however, the other child is in need of a jacket or coat.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 4. The Sherman Group Management provide each child with sufficient clothes to meet DCFS clothing standards for quantity.**

**The Sherman Group, Incorporated  
Hermosa Youth Care Center  
6354 Hermosa Court  
Palmdale, California 93551  
Phone: (661) 943-4640  
License Number: 197602490  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Hermosa Youth Care Center Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped. However, the entry door window has a broken section.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendation**

- 1. The Sherman Group Management repair the entry door glass.**

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include long and short-term goals. However, the NSPs are not comprehensive.

Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

### **Recommendation**

- 2. The Sherman Group Management develop comprehensive NSPs that are specific, measurable, attainable, realistic, and time limited.**

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

#### **VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and allowances to the children. The Group Home supplies children with the required \$50 monthly clothing allowance, and children are given the opportunity to select their own clothes. Clothing provided to children is of good quality. One child has a sufficient quantity of clothing; however, the other child is in need of a jacket or coat.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.



**Recommendation**

3. The Sherman Group Management provide each child with sufficient clothes to meet DCFS clothing standards for quantity.

**The Sherman Group, Incorporated  
Kudos Youth Care Center  
3336 Kudos Court  
Lancaster, California 93535  
Phone: (661) 946-5950  
License Number: 197606011  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Kudos Youth Care Center Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front yard is clean, and adequately landscaped; however, the backyard is not landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games and a combination VCR/DVD/TV player. A computer with a variety of programs is available. However, there is an insufficient supply of age-appropriate books and resource materials.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. The Sherman Group Management:**

- a. Landscape the backyard with a grass and appropriate foliage.**
- b. Maintain a sufficient supply of age-appropriate books, and resource materials in the group home.**

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team does not develop and implement the Needs and Services Plans (NSPs), with input from the child or placement worker. The NSPs are not current or comprehensive, and do not include long and short term goals.

Case files do not reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

#### **2. The Sherman Group Management:**

- a. Include input from the child and placement worker in the development and implementation of the NSPs.
- b. Maintain current NSPs.
- c. Develop comprehensive NSPs, that are specific, measurable, attainable, realistic, time limited, and include long and short term goals.
- d. Maintain case files that show children are receiving treatment services as identified in the NSPs.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given the opportunity to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

There are no recommendations for this section.

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

According to the Agency's management, there are currently no children receiving psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

**Recommendations**

There are no recommendations for this section.

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

#### **Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

#### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

#### **Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**

**The Sherman Group, Incorporated  
Tali Youth Care Center  
43453 Tali Street  
Lancaster, California 93535  
Phone: (661) 948-6300  
License Number: 197605433  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Tali Youth Care Center Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front yard is clean, and adequately landscaped; however, the backyard is not landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games and a combination VCR/DVD/TV player. A computer with a variety of programs is available. However, there is an insufficient supply of age-appropriate books and resource materials.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. The Sherman Group Management:**

- a. Landscape the backyard with a grass and appropriate foliage.**
- b. Maintain a sufficient supply of age-appropriate books and resource materials at the group home.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team does not obtain input from the child or placement worker when developing and implementing the Needs and Services Plans (NSPs). The NSPs are not current or comprehensive, and do not include long and short term goals.

Case files do not reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

#### **2. The Sherman Group Management:**

- a. Include input from the child and placement worker in the development and implementation of the NSPs.
- b. Maintain current NSPs.
- c. Develop and implement comprehensive NSPs that are specific, measurable, attainable, realistic, time limited, and include short and long term goals.
- d. Maintain case files to show that the children are receiving the services as identified in the NSPs.

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.



Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

**There are no recommendations for this section.**

## **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

One child is allowed to participate in extra-curricular, enrichment, and social activities in which he has an interest. The other child is unaware of his right to participate in extra-curricular activities.

The Group Home provides transportation to and from the activities.

### **Recommendation**

- 3. The Sherman Group Management inform all the children of their right to participate in extra-curricular activities.**

## **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

### **Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

### **Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

**Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and allowances to the children. The Group Home supplies children with the required \$50 monthly clothing allowance, and children are given the opportunity to select their own clothes. Clothing

provided to children is of good quality. One child has a sufficient quantity of clothing; however, the other child is in need of underwear, socks, and a jacket or coat.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 4. The Sherman Group Management provide each child with sufficient clothes to meet DCFS clothing standards for quantity.**

**The Sherman Group, Incorporated  
17th Street Youth Care Center  
43820 17th Street East  
Lancaster, California 93535  
Phone: (661) 951-7317  
License Number: 197605998  
Rate Classification Level: 12**

## **I. Facility and Environment**

### **Method of assessment – Observation**

#### **Comments:**

The 17<sup>th</sup> Street Youth Care Center Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the children's bathroom is missing the roller for the toilet paper holder.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, and a VCR/DVD/TV player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

### **Recommendation**

- 1. The Sherman Group Management replace the missing roller on the toilet paper holder.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child; however, the placement workers are not included in the development of the NSPs. The NSPs are current and include long and short-term goals; however, the NSPs are not comprehensive.

Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

**Recommendations**

**2. The Sherman Group Management:**

- a. Include input from the placement workers in the development of the NSPs.
- b. Develop comprehensive NSPs that are specific, measurable, attainable, realistic, and time limited.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

There are no recommendations for this section.

### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

One child is allowed to participate in extra-curricular, enrichment, and social activities in which he has an interest. The other child is unaware of his right to participate in extra-curricular activities.

The Group Home provides transportation to and from the activities.

### **Recommendation**

- 3. The Sherman Group Management inform all the children of their right to participate in extra-curricular activities.**

### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

#### **Comments:**

The child has a current court authorization for psychotropic medication. Documentation confirms that the child is routinely seen by the prescribing psychiatrist.

The child is informed about his psychotropic medication, and is aware of his right to refuse medication.

Medication distribution logs are properly maintained.

### **Recommendations**

There are no recommendations for this section.

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

#### **Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

#### **Recommendations**

There are no recommendations for this section.

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

#### **Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 4. Encourage and assist all children in creating and maintaining a life book.**





"Serving the needs of children"

ATTACHMENT  
Page 1 of 11  
**THE SHERMAN GROUP, INC.**  
**Palmdale/Lancaster Region**

A Non-profit Public Benefit Corporation

44051 90<sup>th</sup> Street West – Lancaster, CA 93535 – (661) 946-5502 – Fax (661) 946-7475

October 1, 2005

To: Candace Rhue, Group Home Audit Supervisor  
Department of Auditor-Controller

From: Michelle Guymon, Executive Officer  
The Sherman Group, Inc..

Subject: *MP*  
**Group Home Monitoring Report**

On September 13, 2005, we received your report regarding the audit of The Sherman Group, Inc., Hermosa, Almond, Tali, Kudos, 17<sup>th</sup> St. East, and Guymon Community Youth Care Center sites. The following is a listing of your findings, and our Plan of Correction for each:

**Hermosa Youth Care Center**  
**6354 Hermosa Ct. – Palmdale, CA 93551**  
License #: 197602490

Facility & Environment

Findings/Recommendation: The Sherman Group Management repair the glass in the entry door to the house.

Current Status: Implemented

The glass in the entry door to the house has been replaced with a wood panel.

The person responsible for implementing the corrective action and further quality assurance: Sallie Miller, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Program Services

Findings/Recommendation: The Sherman Group, Inc. Management develop comprehensive NSP's that are specific, measurable, attainable, realistic, and time limited.

Current Status: Implemented

The "Quarterly Report" required by the Los Angeles County Probation Department to use, has been modified to include the elements and content of the Needs and Services Plan. All Social Workers/Counselors have been trained regarding the documentation of specific, measurable, attainable, realistic, and time limited goals.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Clothing and Allowance

Findings/Recommendation: The Sherman Group, Inc.. Management provide each child with sufficient clothes to meet County Contract standards for quantity.

Current Status: Implemented

A monthly clothing inventory document has been implemented in order to ensure that all youth have sufficient clothes required by the Los Angeles County Contract.

The person responsible for implementing the corrective action and further quality assurance: Sallie Miller, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

**Almond Youth Care Center**  
**41540 Almond Ave. – Palmdale, CA 93551**  
License #: 197602747

Program Services

Findings/Recommendations: Obtain age waivers from Community Care Licensing for all children 18-years of age and older.

Current Status: Implemented

Age waivers have been submitted to CCL for approval for those youth 18-years of age. Future age waivers will be submitted to CCL for approval in order to ensure compliance in this area.

The person responsible for implementing the corrective action and further quality assurance: Sallie Miller, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Findings/Recommendations: Develop comprehensive NSP's that are specific, measurable, attainable, realistic and time-limited.

Current Status: Implemented

The "Quarterly Report" required by the Los Angeles County Probation Department to use, has been modified to include the elements and content of the Needs and Services Plan. All Social Workers/Counselors have been trained regarding the documentation of specific, measurable, attainable, realistic, and time limited goals.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

**Tali Youth Care Center**  
**43453 Tali Street – Lancaster, CA 93535**  
License #: 197605433

Facility and Environment

Findings/Recommendations: Landscape the backyard with grass and appropriate foliage.

Current Status: Not Implemented  
We anticipate having the backyard landscape completed by January 1, 2006.

The person responsible for implementing the corrective action will be Michelle Guymon, Executive Officer.

Findings/Recommendations: Maintain a sufficient supply of age-appropriate books and resource materials at the group home.

Current Status: Implemented  
We have purchased a sufficient supply of age-appropriate books and resources materials for the youth in the group home.

The person responsible for implementing the corrective action and further quality assurance: LeTre Kelly, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Program Services

Findings/Recommendation: Develop and implement comprehensive NSP's that are specific, measurable, attainable, realistic, time limited, and include short and long term goals.

Current Status: Implemented  
The "Quarterly Report" required by the Los Angeles County Probation Department to use, has been modified to include the elements and content of the Needs and Services Plan. All Social Workers/Counselors have been trained regarding the documentation of specific, measurable, attainable, realistic, and time limited goals.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Finding/Recommendation: Maintain current NSP's

Current Status: Implemented  
A NSP tracking document has been implemented which will ensure that NSP's are completed every 3-months as required by the Los Angeles County Contract.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Finding/Recommendation: Maintain case files to show that the children are receiving the services as identified in the current NSP's.

Current Status: Implemented  
Monthly case file audits will be conducted to ensure that all youth in the group home are receiving services as identified in the current NSP.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Recreation and Activities

Finding/Recommendation: The Sherman Group, Inc.. Management inform all the children of their right to participate in extra-curricular activities.

Current Status: Implemented

During the intake process all youth are informed of their ability to participate in extra-curricular activities as approved by the Probation Officer. All youth also have input into weekly/weekend activities.

The person responsible for implementing the corrective action and further quality assurance: LeTre Kelly, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Clothing and Allowance

Findings/Recommendation: The Sherman Group, Inc.. Management provide each child with sufficient clothes to meet County Contract standards for quantity.

Current Status: Implemented

A monthly clothing inventory document has been implemented in order to ensure that all youth have sufficient clothes required by the Los Angeles County Contract.

The person responsible for implementing the corrective action and further quality assurance: Sallie Miller, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

**Kudos Youth Care Center**  
3336 Kudos Ct. – Lancaster, CA 93535  
License #: 197606011

Facility and Environment

Findings/Recommendations: Landscape the backyard with grass and appropriate foliage.

Current Status: Not Implemented  
We anticipate having the backyard landscape completed by January 1, 2006.

The person responsible for implementing the corrective action will be Michelle Guymon, Executive Officer.

Findings/Recommendations: Maintain a sufficient supply of age-appropriate books and resource materials at the group home.

Current Status: Implemented  
We have purchased a sufficient supply of age-appropriate books and resources materials for the youth in the group home.

The person responsible for implementing the corrective action and further quality assurance: LeTre Kelly, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Program Services

Findings/Recommendations: Obtain age waivers from Community Care Licensing for all children 18-years of age and older.

Current Status: Implemented  
Age waivers have been submitted to CCL for approval for those youth 18-years of age. Future age waivers will be submitted to CCL for approval in order to ensure compliance in this area.

The person responsible for implementing the corrective action and further quality assurance: LeTre Kelly, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Findings/Recommendation: Develop and implement NSP's by the treatment team, and with input from the youth.

Current Status: Implemented  
All Social Workers/Counselors have been trained and instructed to have youth input when developing the NSP including revisions as needed.

The person responsible for implementing the corrective action and further quality assurance: LeTre Kelly, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Finding/Recommendation: Maintain current NSP's

Current Status: Implemented  
A NSP tracking document has been implemented which will ensure that NSP's are completed every 3-months as required by the Los Angeles County Contract.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Findings/Recommendation: Develop and implement comprehensive NSP's that are specific, measurable, attainable, realistic, time limited, and include short and long term goals.

Current Status: Implemented

The "Quarterly Report" required by the Los Angeles County Probation Department to use, has been modified to include the elements and content of the Needs and Services Plan. All Social Workers/Counselors have been trained regarding the documentation of specific, measurable, attainable, realistic, and time limited goals.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Finding/Recommendation: Maintain case files to show that the children are receiving the services as identified in the current NSP's.

Current Status: Implemented

Monthly case file audits will be conducted to ensure that all youth in the group home are receiving services as identified in the current NSP.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

**17<sup>th</sup> St. East Youth Care Center**  
43820 17<sup>th</sup> St. East – Lancaster, CA 93535  
License #: 197605998

Facility and Environment

Findings/Recommendation: The Sherman Group, Inc. Management replace the missing roller on the toilet paper holder.

Current Status: Implemented

The missing roller on the toilet paper holder has been replaced.

The person responsible for implementing the corrective action and further quality assurance: Paula Lind, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Program Services

Findings/Recommendations: Accept youth that are consistent with the criteria in the Program Statement.

Current Status: Implemented

The Sherman Group, Inc's intake coordinator has been trained and instructed to ensure that all youth being accepted into the program meet intake criteria as stated in the Program Statement.

The person responsible for implementing the corrective action and further quality assurance: Margaret McLemore, Assistant Regional Director will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Findings/Recommendation: Develop NSP's with the collaboration of the placement workers.

Current Status: Implemented

All Social Workers/Counselors have been trained and instructed to have all placement workers participate in the development and revision to the NSP.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Findings/Recommendation: Develop and implement comprehensive NSP's that are specific, measurable, attainable, realistic, time limited, and include short and long term goals.

Current Status: Implemented

The "Quarterly Report" required by the Los Angeles County Probation Department to use, has been modified to include the elements and content of the Needs and Services Plan. All Social Workers/Counselors have been trained regarding the documentation of specific, measurable, attainable, realistic, and time limited goals.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Recreation and Activities

Finding/Recommendation: The Sherman Group, Inc.. Management inform all the children of their right to participate in extra-curricular activities.

Current Status: Implemented



During the intake process all youth are informed of their ability to participate in extra-curricular activities as approved by the Probation Officer. All youth also have input into weekly/weekend activities.

The person responsible for implementing the corrective action and further quality assurance: Paula Lind, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Clothing and Allowance

Finding/Recommendation: Encourage and assist all youth in creating and maintaining a life book.

Current Status: Not Implemented

All youth will be given a life book in which to maintain by November. Once this has been implemented all youth will be given a life book upon intake into the program.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

**Guymon Community Youth Care Center**  
44051 90<sup>th</sup> St. East – Lancaster, Ca 93535  
License #: 197605654

Facility and Maintenance

Findings/Recommendation: The Sherman Group, Inc.. Management repair the left rear burner on the kitchen stove.

Current Status: Implemented

The kitchen stove left rear burner has been replaced and in good repair.

The person responsible for implementing the corrective action and further quality assurance: Paula Lind, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Program Services

Findings/Recommendations: Obtain age waivers from Community Care Licensing for all children 18-years of age and older.

Current Status: Implemented

Age waivers have been submitted to CCL for approval for those youth 18-years of age. Future age waivers will be submitted to CCL for approval in order to ensure compliance in this area.

The person responsible for implementing the corrective action and further quality assurance: Paula Lind, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Finding/Recommendation: Maintain current NSP's

Current Status: Implemented

A NSP tracking document has been implemented which will ensure that NSP's are completed every 3-months as required by the Los Angeles County Contract.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Findings/Recommendation: Develop and implement NSP's by the treatment team, and with input from the youth.

Current Status: Implemented

All Social Workers/Counselors have been trained and instructed to have all placement workers/youth participate in the development and revision to the NSP.

The person responsible for implementing the corrective action and further quality assurance: LeTre Kelly, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Findings/Recommendation: Develop and implement comprehensive NSP's that are specific, measurable, attainable, realistic, time limited, and include short and long term goals.

Current Status: Implemented

The "Quarterly Report" required by the Los Angeles County Probation Department to use, has been modified to include the elements and content of the Needs and Services Plan. All Social

Workers/Counselors have been trained regarding the documentation of specific, measurable, attainable, realistic, and time limited goals.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

Finding/Recommendation: Maintain case files to show that the children are receiving the services as identified in the current NSP's.

Current Status: Implemented

Monthly case file audits will be conducted to ensure that all youth in the group home are receiving services as identified in the current NSP.

The person responsible for implementing the corrective action and further quality assurance: Denise Holmes, Supervising Social Worker will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

#### Educational and Emancipation Services

Findings/Recommendation: The Sherman Group, Inc., Management provide all age-appropriate children with opportunities to participate in emancipation and vocational programs.

Current Status: Implemented

All age-appropriate youth will be provided the opportunity to participate in emancipation services through the community college foundation, as well as vocational programs through the Penny Lane Skill Center.

The person responsible for implementing the corrective action and further quality assurance: Deon Price, Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

#### Clothing and Allowance

Findings/Recommendation: The Sherman Group, Inc.. Management provide each child with sufficient clothes to meet County Contract standards for quantity.

Current Status: Implemented

A monthly clothing inventory document has been implemented in order to ensure that all youth have sufficient clothes required by the Los Angeles County Contract.

The person responsible for implementing the corrective action and further quality assurance: Paula Lind, Site Administrator will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.